
STATE DEGREE APPLICATION HELP – DECEMBER 2014



Missouri FFA Association

Background:

- State Degree Revision Year 2013
- New Handbook and Application for 2014-2017
- Several Changes to both
- Making an effort to decrease issues with applications
- Defined Agribusiness Ownership
- Added Star in Agriscience
- Important to our programs as this is the avenue we use to guide our SAE's



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Major Changes for 2014-2017

- Need to read Handbook – several changes
- New arrangement to Application.
- If “X” is in wrong category – will be scored at lowest point value in that section
- There is now Star in Agriscience – Pay attention to what is to be included
- New Rotation for State Degree Committee – Area MVATA needs to be aware
- Area Screening committee verifies all logs
- Description boxes are in Worksheet 2 and only sent to state for Stars
- Guidelines for Ownership Agribusiness SAE – Page 25 of the Handbook
- Drop Down menus for:
 - FFA Section B
 - FFA Section C
 - FFA Section D
 - FFA Section E



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Instruction Page –

Please Read – There is information that will help you with the application.

ALWAYS USE TAB KEY TO MOVE TO NEXT CELL. –
DO NOT CUT, COPY or PASTE

Use Clear Contents not the Delete or Space Bar Keys



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INSTRUCTIONS FOR STATE DEGREE APPLICATION

A. MAKE A BACKUP COPY OF THIS FILE!

B. READ THIS PAGE BEFORE YOU BEGIN.

C. READ THE STATE DEGREE HANDBOOK BEFORE YOU BEGIN.

D. USE WHOLE NUMBER WHEN ENTERING DOLLAR AMOUNTS. NO DECIMALS!

E. DO NOT CUT, COPY, or PASTE CELLS for ANY REASON!

COVER

A. SELECT YOUR CHAPTER NAME FROM THE DROPDOWN LIST. THE CHAPTER # WILL AUTOMATICALLY FILL.

B. USE THE **TAB** KEY TO FIND THE NEXT CELL THAT WILL ACCEPT INFORMATION

C. USE DROPDOWN LISTS FOR AWARD AREA, AND TAX QUESTIONS.

CHECKSHEET

A. YOU MUST MANUALLY CIRCLE THE RESPONSE TO THE CHECKSHEET ITEMS AFTER PRINTING.

SUPERVISED AGRICULTURE EXPERIENCE

A. YOU MUST PLACE AN "X" ABOVE YOUR FINAL YEAR OF RECORDS ON THE WORKSHEET! FOR SCOPE AND GROWTH TO BE FIGURED CORRECTLY.

B. YOU MUST FIGURE THE SCOPE POINTS IN THE "Inventory Entering Agricultural Education" AND ENTER THE VALUE IN THE BOX LABELED "Local Use".

C. YOU MUST FIGURE THE SCOPE POINTS FOR EACH YEAR AND ENTER THE VALUE FOR EACH YEAR IN THE BOX LABELED LOCAL USE. IT WILL THEN ADD YOUR SCOPE POINTS and CALCULATE GROWTH.
(Remember "Inventory Entering Agricultural Education" is not included in Scope Points.)

D. YOU MUST FILL OUT "WORKSHEET 2" TAB IF YOUR SAE INCLUDES PAID OR UNPAID PLACEMENT OR EXCHANGE OF LABOR FOR SCOPE AND HOURS TO COUNT.

E. USE THE DROPDOWN LIST TO SELECT THE 5 ACTIVITIES ABOVE THE LOCAL LEVEL ON "SAE 2". (THESE ARE THE ONLY ACTIVITIES THAT WILL BE ACCEPTED.)

FFA LEADERSHIP & PARTICIPATION

A. THE CALCULATIONS ARE ONLY AS ACCURATE AS THE INFORMATION ENTERED.
IF YOU ENTER SOMETHING IN THE WRONG CATEGORY YOUR SCORE WILL BE WRONG.

B. SECTION A. – MUST BE FILLED IN USING THE STATE DEGREE HANDBOOK PAGES 32-38.
(THESE ARE THE ONLY AWARDS THAT WILL BE ACCEPTED)

C. SECTION B – YOU MUST SELECT THE LEVEL OF ACTIVITY FIRST. THEN FILL IN THE ACTIVITY AND YEAR.
YOU CAN TYPE IN THE ACTIVITY FOR CHAPTER AND OTHER AREA APPROVED ACTIVITIES

D. SECTION C - PLACE YEAR AND THEN SELECT OFFICE FROM THE LIST

E. SECTION D - PLACE YEAR AND THEN SELECT COMMITTEE FROM LIST AND MARK LEVEL AND RESPONSIBILITY.

F. SECTION E – PLACE YEAR AND THEN SELECT CDE FROM LIST AND MARK LEVEL

G. THE ERROR MESSAGES ARE THERE TO HELP YOU. THEY WILL NOT DETECT EVERY ERROR THAT COULD OCCUR. THEREFORE, JUST BECAUSE YOU DO NOT GET AN ERROR MESSAGE DOES NOT MEAN AN ERROR MAY NOT BE PRESENT. CHECK THIS PAGE CAREFULLY.

Cover Page –


Remember there are drop down menus for FFA Chapter, Area applying in, and the tax questions.

The only other change is the addition of Star in Agriscience



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USE TAB KEY TO ADVANCE TO NEXT CELL THAT WILL ACCEPT INFORMATION



2014-2017 Application

MISSOURI FFA ASSOCIATION

STATE FFA DEGREE

-READ HANDBOOK INSTRUCTIONS-

NO: _____

Drop Down Menu --
Will auto fill the Chapter
Number

FFA CHAPTER NAME SELECT FROM LIST		FFA CHAPTER NUMBER: (i.e. MO ###)
NAME: (As it is to appear on plaque or certificate.)		FFA Membership Number (See FFA Roster) Do Not Forget This →
HOME ADDRESS:		HOME TELEPHONE:
HOME CITY:		HOME ZIP CODE:
NAME OF PARENTS: Father:		AREA COMMITTEE USE ONLY <input type="checkbox"/> AREA STAR FARMER <input type="checkbox"/> AREA STAR IN AGRIBUSINESS <input type="checkbox"/> AREA STAR IN PLACEMENT <input type="checkbox"/> AREA STAR IN AGRISCIENCE STAR CANDIDATES ATTACH A BIOGRAPHY TO THE APPLICATION (SEE SAMPLE: INSTRUCTION BOOK PAGE 8)
NAME OF HIGH SCHOOL:		
CHAPTER ADVISOR:		
APPLYING IN: SELECT FROM LIST		
Have you filed an income tax return. SELECT	If Yes, for what years?	
Have you paid personal property tax? SELECT	If Yes, for what years?	

SIGNATURES Missing FFA Membership Number Above!

We have examined this application and find the records true, accurate and complete.
 We hereby permit, for publicity purposes, the use of any information included in this application.

APPLICANT:	PARENTS OR GUARDIAN:
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We have examined this application and find it to be a true presentation.
 The candidate meets the minimum requirements for the State FFA Degree and we recommend the degree be awarded.

LOCAL FFA CHAPTER PRESIDENT:	ADVISOR, LOCAL FFA CHAPTER:
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I hereby certify that this applicant has a satisfactory scholastic record.

SUPERINTENDENT OR PRINCIPAL:	
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2014-2016 Application-November 14, 2013

MOFFA 2014-2017

Check Sheet –

Not many changes
– all questions
must be answered
and the area
screening
committee should
be able to locate
logs in the record
book.



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CHECK SHEET

Circle Y for "Yes" and N for "NO" and NA for "Not Applicable".

Local Advisor	Area Committee	Please Check Carefully! (QUESTIONS 1-14 MUST BE ANSWERED "YES" TO QUALIFY)
Y N	Y N	1. Has the candidate received the Chapter FFA Degree?
Y N	Y N	2. Has the candidate been an FFA member for 24 months?
Y N	Y N	3. Is the candidate enrolled in at least the 2nd year of a career education program preparing for an agricultural occupation? OR Has the candidate graduated from high school and completed at least 2 years or equivalent of agricultural education?
Y N	Y N	4. Has the candidate earned & productively invested \$1000 from the SAE program or worked 600 hours in a direct lab experience program or a combination thereof?
Y NA	Y NA	5. If Directed Lab/Unpaid Experience is indicated the log is submitted in the record book. Log should be in Record book
Y NA	Y NA	6. If Agriscience Experience is indicated the log is submitted in the record book
Y N	Y N	7. Has the candidate demonstrated capable leadership abilities by:
Y N	Y N	a. performing 10 parliamentary procedure activities?
Y N	Y N	b. giving a six minute speech?
Y N	Y N	c. serving as an officer or committee chair?
Y N	Y N	d. making a satisfactory score on a written FFA test?
Y N	Y N	e. assisting in planning and conducting chapter activities?
Y N	Y N	g. participating in a leadership position outside the FFA? (Entered on Page 4 FFA Leadership & Participation Section II Part F.)
Y N	Y N	h. scoring a minimum of 150 points in the FFA Leadership & Participation Section?
Y N	Y N	8. Candidate has a satisfactory scholastic record? Log in Record Book
Y N	Y N	9. Has the candidate participated in at least 25 hours of community service, within at least 2 different community service activities? These hours are in addition to and cannot be duplicated as paid or unpaid SAE hours.
Y N	Y N	10. The Community Service Log is submitted in the record book.
Y N	Y N	11. Has the candidate submitted the following records:
Y N	Y N	a. Financial statement for all years of agricultural education & FFA?
Y N	Y N	b. Profit & loss statement for all years of agricultural education & FFA?
Y N	Y N	c. Inventory record & depreciation schedule for all years of agricultural education & FFA?
Y N	Y N	d. Record of all FFA, school and community activities for all years of agricultural education & FFA?
Y N	Y N	e. Expense & receipt records for all years?
Y N	Y N	12. Do the records agree with the application?
Y N	Y N	13. Is this application on the current year's application form?
Y N	Y N	14. List five activities above the local level. (SEE SAE 2 Tab)

The Five Activities are located on the SAE 2 page.

Worksheet –

Make sure you transfer the correct figures – This form is based on the new record book.

Do not forget the Year “X”.

Financial Adjustments are for Purchased Breeding Stock only



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The worksheet line numbers match the new record book lines. If you are using the old record book you will have to make sure the student used the correct numbers from the correct lines.

Name: _____ School: _____ SELECT FROM LIST

WORKSHEET

You MUST place an "X" in the cell above your last year of records!

MISSING X	YEAR 1	YEAR 2	YEAR 3	YEAR 4	MISSING X
OWNERSHIP					
1. Total Ownership/Entrep. Inc. (Form 5, Line A)					
2. Total Ownership Expenditures (Form 5, Line G)					
3. Gross Profit/Loss (Form 11, Line 1- Line 2)					
4. Inventory Change (+/-) (Form 9, Line II)					
5. Value of Home Used Products					
6. Net Ownership Income (Form 11, Line 3+4+5) (Return to labor, management & equity)					

You MUST place an "X" in the cell above your last year of records!

PLACEMENT	YEAR 1	YEAR 2	YEAR 3	YEAR 4	TOTALS
9. Total Placement Income (Form 5, Line B)					
10. Total Placement Expenses (Form 5, Line H)					
11. Net Placement Profit (Form 11, Line 9 - Line 10)					

AGRISCIENCE-Exploratory, Experimental, Analytical	YEAR 1	YEAR 2	YEAR 3	YEAR 4	TOTALS
12. Agriscience Income (Form 5, Line C)					
13. Agriscience Expenditures (Form 5, Line I)					
14. Net Agriscience Profit (Form 11, Line 12 - Line 13)					

PLACE AN "X" ABOVE YOUR LAST YEAR OF RECORDS - ROW 10 ABOVE!

FINANCIAL BALANCE SCHEDULE	YEAR 1	YEAR 2	YEAR 3	YEAR 4	TOTALS
15. Present Net Worth End of Yr (Form 10, Line 38)					MISSING X ABOVE
16. Start of Year Net Worth Start of Yr (Form 10, Line 38)					
17. Gain/Loss in Net Worth (Form 11, Line 15 - 16)					
18. SAEP Earnings This Year (Form 11, Line 6 + 11+ 14)					
19. Income Other Sources * (Form 5, Line D)					
20. Total Earnings (Form 11, Line 15 + 16)					

(Line 20 must be larger than line 17 for each year)

FINANCIAL ADJUSTMENTS FOR STATE DEGREE (only)	YEAR 1	YEAR 2	YEAR 3	YEAR 4	TOTALS
21. Purch. Breeding Stock Depreciation Adj. (Form 7, Line A)					
22. Adjusted SAE Earnings (Worksheet Line 18 + 21)					
23. Adjusted Present Net Worth (Worksheet Line 15 + 21 + preceding years Line 21)					

*Income Other Sources (Explain):

Place cursor at the end of this line, double click, delete text, and begin typing.

These adjustments are for Breeding stock depreciation only. These figures should be found in the record book on Form 7. This is not for Machinery Depreciation. These adjustment will appear on the SAE 2 Page.

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	
24. Exchange of Labor Expense **					
25. Exchange Labor Factor	10.00	10.00	10.00	10.00	
26. Maximum Exchange Labor Hours (Line 24 divided by Line 25)					

** Note: Exchange Labor Expense cannot exceed Total Ownership Expenditures on Line 2 of this page.

2014-2016 Application-November 14, 2013

MOFFA 2014-2017

Worksheet 2 –

Use this page to describe the SAE – No other place does that in the Application.

Make sure to follow guidelines in the Handbook.



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Name: _____ 0 _____ School: _____ SELECT FROM LIST

WORKSHEET - PAGE 2 ----- (Must be completed in order to count hours and dollars)
This page is to be sent in with the Area Star Applicant for use by the judges.

Describe Below Your Paid Placement Experience (If Applicable)
(Such as where you are employed, who you work for, tasks performed, responsibilities, hours per week, month, etc.)

Place cursor at the end of the line, double click, delete text, and begin typing text. Use Alt+Enter to move to next line if desired. --
Box will print 11 lines of text.

Describe Below Your Unpaid Placement Experience (includes Directed Laboratory and (If Applicable) (What you do, where you work, task completed, hours worked, etc.)
This description DOES NOT take the place or fulfill the log requirement in the record book.

Place cursor at the end of the line, double click, delete text, and begin typing text. Use Alt+Enter to move to next line if desired. --
Box will print 11 lines of text.

Describe Below your Ownership Agribusiness/Custom Work SAE from SAE 1 Table
(If Applicable) (Explain how the SAE is providing a service and/or adding value to the production of the farm, or explain how 50% of the income is a result of the service or value added component)

Place cursor at the end of the line, double click, delete text, and begin typing text. Use Alt+Enter to move to next line if desired. --
Box will print 11 lines of text.

Describe Your Exchange Labor Agreements

Place cursor at the end of the line, double click, delete text, and begin typing text. Use Alt+Enter to move to next line if desired. --
Box will print 11 lines of text.

These boxes are to be used to describe the students SAE.

There is no other place in the application that describes what the student is doing for the dollars or hours they are asking credit for.

This sheet will not longer be sent to the State Committee, except if the student is a Star Candidate, then this worksheet 2 should be included with the application for use by the Star Judges.

The new box for Ownership Agribusiness is to describe the SAE that the student wants credit for and in the description the student needs to detail how the service and/or the value added component has resulted in increasing the income 50% or more for this SAE.

2014-2016 Application-November 14, 2013 0 MOFFA 2014-2017

SAE PAGE 1 –

Make sure to follow the handbook when writing the description and scoreable units.

You must enter the scope points in the Local Use box.

The points will figure if the application has been filled out correctly.



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SUPERVISED AGRICULTURAL EXPERIENCE

No. _____

Table A. Program Summary (600 points)

ERROR -150 Leadership Points Required!

Inventory On Date Recordkeeping Started (Description and Scope)		LOCAL USE			STATE USE ONLY		
AREA SCORE	ADVISOR SCORE	CAPS OFF	Application Points	MAX SCORE	STATE SCORE		
			SCOPE	200			
	See Worksheet	See Worksheet	GROWTH	100			
			SAEP EARNINGS	100			
			GAIN IN NEW WORTH	200			
			LEADERSHIP	400			
	#VALUE!	#VALUE!	TOTAL	1000			
(LIST OWNERSHIP ENTERPRISES ONLY)			State Committee Score				
YEAR 1 - DESCRIPTION		SCOPE (In Scorable Units - SEE Handbook)			Local Use		
Beef Specialty Animal Ham Strawberries Agribusiness Income - Lawn Mowing		5 Breeding -- 15 points 2 Breeding Dogs -- 2 points 3 Cured Hams -- .6 points 1800 Square Feet -- .9 points \$1250 -- 12 points			30.5 Area Use State Use		
YEAR 2 - DESCRIPTION		SCOPE (In Scorable Units - SEE Handbook)			Local Use		
					Area Use		
					State Use		
YEAR 3 - DESCRIPTION		SCOPE (In Scorable Units - SEE Handbook)			Local Use		
					Area Use		
					State Use		
YEAR 4 - DESCRIPTION		SCOPE (In Scorable Units - SEE Handbook)			Local Use		
					Area Use		
					State Use		

SAE PAGE 2 –

Enter Hours for Placement, Unpaid Placement, and Agriscience.

Numbers transfer for E of L, Earnings, and Net Worth

Use drop down menus for 5 activities above the local level.



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SUPERVISED AGRICULTURAL EXPERIENCE (Part 2)

You must enter the hours in these three tables.

Area Use	Local Use	YEAR	HOURS	Score
		1		
		2		
		3		
		4		
				State Use

Area Use	Local Use	YEAR	HOURS	Score
		1		
		2		
		3		
		4		
				State Use

Area Use	Local Use	YEAR	HOURS	Score
		1		
		2		
		3		
		4		
				State Use

Area Use	Local Use	YEAR	HOURS	Score
		1		
		2		
		3		
		4		
				State Use
Total				

The numbers in these three boxes transfer from the worksheet if you have marked the correct "x".

YEAR	DOLLARS
1	
2	
3	
4	
Total	

END

Area Use	Local Use	BEG	State Use
		DIFF	

Activities above the Local Level (See handbook pages 14-16)

1. USE ARROW TO THE RIGHT FOR A LIST FROM WHICH TO SELECT!
2. USE ARROW TO THE RIGHT FOR A LIST FROM WHICH TO SELECT!
3. USE ARROW TO THE RIGHT FOR A LIST FROM WHICH TO SELECT!
4. USE ARROW TO THE RIGHT FOR A LIST FROM WHICH TO SELECT!
5. USE ARROW TO THE RIGHT FOR A LIST FROM WHICH TO SELECT!

The Activities above the local level all have drop down menus to chose from.

There are drop downs for Section B – First place the “X” in the level and the list of activities will appear when you click the arrow.



MOFFA 2014-2017

FFA Page 2

Section C, D, & E all have drop down menus. If you do not use menus the application may not calculate correctly.

Section F. – No changes – Each is worth 4 points.



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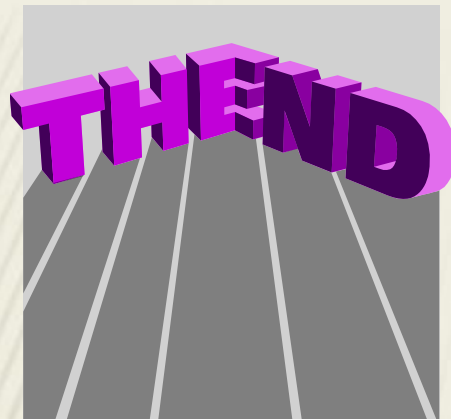
II. FFA LEADERSHIP & PARTICIPATION (Part 2)

C. FFA Office Held: (100 Points)		CAPS OFF	Local Use	Area Use	State Use
YEAR	(Use Arrow to the Right for a List from Which to Select)				
	SELECT	Remember - include year of office, also you must be an officer or committee chair to receive degree			
	SELECT				
	SELECT				

D. Committees in FFA: (40 Points)		CAPS OFF	Local Use	Area Use	State Use	CHECK ONE		CHECK ONE	
YEAR	COMMITTEE					CHAP	AREA	MEM	CH

E. Career Development Events: - (75 Points)		CAPS OFF	Local Use	Area Use	State Use	
YEAR	TEAM OR INDIVIDUAL				AREA	NAT'L

F. Major Activities, Awards & Leadership Outside FFA (20 Points)		CAPS OFF	Local Use	Area Use	State Use
YEAR	ACTIVITY				



THANK YOU



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